

**Admission Coordinator-  
Assisted and Independent Living  
St. Dominic Village  
A Senior Care Community  
2401 Holcombe Blvd  
Houston, Tx 77021**

**Summary:**

The Admission Coordinator coordinates and manages the admission process for the Assisted and Independent Living. Make personal calls on prospects, referral sources, senior groups, parishes and other publics. Maintaining at all times a record of calls made, both in person and phone calls. Will present at trade shows and other venues such as senior church groups. Call on medical doctors, case managers, parish priests and others as needed. Will keep track of all activity by entering information in the computer. Conduct tours and give information as requested. Help design brochures, ads and other marketing materials. Maintain guest and angel rooms. Will act as a liaison between St. Dominic Village and the community at large.

**Education/Experience:**

This individual will possess the following:

- Required experience in a senior living community
- Associates or Bachelor's degree preferred.
- Have some contacts in the Medical Center, preferred.
- Highly organized individual that possesses self confidence
- Must be computer literate
- Good phone etiquette
- Able to speak in front of groups of all sizes
- Must have neat appearance and reliable transportation
- Knowledge of the geriatric population a plus
- Must be results oriented and a team player
- Must willingly demonstrate the ability to work in a team oriented environment
- Must demonstrate initiative – be a self-starter with job duties assigned

Apply online at [careers@stdominicvillage.org](mailto:careers@stdominicvillage.org)